

MERIT Training Data Entry Requirements

Rolling Out the Revised Trainer Renewal Process

We are now in the 2021-2024 trainer approval period. Last year, we introduced the revised trainer renewal process ([see Part IV](#)). This process will track to see if state-approved trainers are active in the program. We will consider a trainer to be active if they:

- Adhere to MERIT training data entry policies
- Facilitate at least one training in a calendar year
- Complete 15 in-service hours per calendar year
- Resolve all trainer/training-related complaints

*This year, 2021, we will **only** monitor data entry requirements.*

What Are the Data Entry Requirements?

Our random monthly quality assurance checks will look at:

- Did you accurately complete your training template?
 - Fill in of all of the fields and provide enough information
 - Use a three-part learning objective
 - Connect the learning objectives to the core competencies
 - Connect the training description and objectives with the agenda
- Did you complete the training roster within 30 days of the training end-date?
- Did you associate your training with your organization (independent trainers exempt)?
- Did you update MERIT to reflect training changes (e.g. different location and/or time, cancellation)?
- Did you enter your training into MERIT three weeks prior to the start date of the training session?



Washington State Department of
CHILDREN, YOUTH & FAMILIES

What Will the Review Process Look Like?

We will randomly select approximately 3% of the trainings each month. All types of training will be reviewed, including: in-person, online, self-paced/correspondence and hybrid training entry. Conferences/Special Events will not be part of this process.

You will receive an email if your training is selected for monitoring. You will receive a follow-up email about the outcome of the review.

What if I Have Issues with my Data Entry?

If there are issues with your data entry, we will reach out to you to explain the issue(s) and to provide corrective guidance.

Since this is a new process, we plan a soft roll-out. In year 2021, you can make up to four different data entry mistakes. The fifth data entry mistake will prompt us to revoke your trainer status. If your trainer status is revoked, you will need to go through the trainer application process again. Instead of completing a training observation, you will be asked to demonstrate completion of the training template in MERIT and do an assessment on our standards of practice and procedure.

# of issues	2021	2022	2023
1 st	Reminder	Reminder	Reminder
2 nd	<ul style="list-style-type: none">On recordParticipate in MERIT orientationReview, sign Standards of Practice and Professionalism	<ul style="list-style-type: none">On recordParticipate in MERIT orientationReview, sign Standards of Practice and Professionalism	<ul style="list-style-type: none">On recordParticipate in MERIT orientationReview, sign Standards of Practice and Professionalism
3 rd	On record	On record	Status revoked
4 th	On record	Status revoked	
5 th	Status revoked		

Please contact the Professional Development Team at training@dcyf.wa.gov if you have any questions.